

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: 00
Title Code No: 95005	Salary: \$53,373 - \$136,198
Office Title: Executive Agency Counsel	Work location: 100 Church St., N.Y. 10007
Division/Work Unit: Legal	Number of Positions: 1

Job Description

The New York City Business Integrity Commission (“BIC”) is a combined law enforcement and regulatory agency whose mission is to eliminate organized crime and other forms of corruption and criminality from the industries it regulates. Those industries currently include the trade waste industry, the public wholesale markets and the shipboard gambling industry.

BIC is seeking a dynamic, experienced lawyer to serve as Executive Agency Counsel. This person will conduct regulatory and background investigations, make recommendations regarding regulatory determinations, draft commission decisions and directives, work with the General Counsel to provide a wide range of legal and policy advice and support to the agency, and conduct other legal work related to the agency’s jurisdiction. Specific duties will include, but are not limited to:

- Conducting depositions and interviews
- Drafting document requests and subpoenas
- Researching and analyzing applicable law and formulating recommendations related to various policy issues
- Conducting settlement negotiations and hearings related to BIC enforcement
- Working collaboratively with the Investigations Unit and/or Audit Unit to develop investigative strategies
- Working collaboratively with other law enforcement and prosecutorial agencies to develop investigations and assist in related criminal proceedings
- Coordinating with the NYC Law Department on litigation matters involving the agency

Qualification Requirements

1. Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.
2. Incumbent must remain member of the New York State Bar in good standing for the duration of this employment.
3. **NYC residency required within 3 months of appointment if a new City employee.**

Essential Skills

The preferred candidate should possess the following:

- Litigation experience, including witness examination skills, preferred
- Excellent writing, legal research and analytical skills required
- Self-motivated
- Attention to details a must

To Apply:

City employees: <https://a127-ess.nyc.gov/psp/prdcss/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

The City of New York and the Business Integrity Commission is an Equal Employment Opportunity employer.

Post Date: 01/30/14	Post Until: Filled	JVN: 831-14-080
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